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10 MAR 1978

MEMORANDUM FOR: [REDACTED]

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Chairman, Micrographics Task Force

FROM: [REDACTED]

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Chief, Printing & Photography Division, OL

SUBJECT:

Summary of DDA Micrographics Activity

1. The DDA relies heavily on micrographics in the processing, use, and storage of information. This includes both Source Document and Computer Output Microfilm (COM), and it includes microfilm obtained on subscription from commercial sources, microfilm received from other federal agencies, as well as microfilm of records and information created by the DDA Offices.

2. All microfilm of records and information created by the DDA is processed by the Agency's central micrographics production facility in the Printing & Photography Division, Office of Logistics (P&PD/OL). Also, except for two small applications, one in the Office of Finance and one in the Office of Security, all microfilming, both Source Document and COM, is accomplished by this same central production facility. All DDA micrographics applications are developed in conjunction with and reviewed periodically by the Micrographics Program Branch (MPB) DDA. Each of these DDA applications are set up and scheduled in the production facility by the P&PD Systems Staff.

3. Every Office in the DDA has ongoing micrographics applications. These range from the Communications Control File, consisting of an annual growth of two reels of 16mm microfilm, in the Office of the DDA to the payroll file consisting of 175 microfiche every two weeks. Microfilm is used by the DDA Offices for current reference, for dissemination to other users of DDA information, for vital records, for storage of noncurrent information, and for archival preservation of permanently valuable information.

4. As a part of the overall responsibility for developing a Records Management Program for the Agency, the DDA provides staff guidance and assistance to each Directorate and Independent

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Office with respect to micrographics. This is accomplished through the MPB, DDA. MPB is responsible for coordination of the Agency's Micrographics Program. The objective of this program is to promote the widest possible use of microforms in the Agency to improve the efficiency and effectiveness of information handling, data storage, and retrieval by saving space and filing equipment; reducing records to a uniform size for filing and searching; providing less expensive duplicate copies of records for multiple users; including copies of Vital Records and archival storage, providing an economical way to distribute copies of records to users at different locations; and providing thorough mechanization and automation of the capability of manipulating large volumes of information. MPB provides the staff guidance, systems analysis, standards and procedures, training, promotion, coordination, and program review to accomplish this objective.

5. The DDA operates a central micrographics facility in the P&PD/OL. This facility has the capabilities of producing, processing, and duplicating microforms for all facets of the technology. The micrographics operation in P&PD operates on a two-shift basis, five day per week. The resources of this facility include production equipment valued in excess of \$700,000 and 16 full-time and 11 part-time positions dedicated to the production of micrographics.

6. In calendar year 1977, P&PD produced 3,438,728 original source document images and 6,864,753 original COM images. Also, over 57,000,000 duplicate micrographic images were produced in 1977. P&PD is currently supporting over 70 Source Document applications and 180 COM applications from all four Agency Directorates. These applications range from very small applications produced on an ad hoc or annual basis to applications run on a daily basis, requiring less than a three hour turnaround.

7. P&PD also provides technical and systems support for Agency applications and equipment purchases. P&PD works together with MPB and reviews potential micrographics applications from a production viewpoint. Quality control and technical support is provided to those users who film their own material and have P&PD do the processing and duplication.

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